

VACANCY NOTICE

12-26

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Revenue Officer	CLASSIFICATION CODE: 02686200
	SALARY RANGE: 321, \$39574-44504	REFERENCE POSITION NO.: 2559-50000-4
	Department or Agency Name Revenue	APPLICATION PERIOD: 3/9/12-3/15/12
	Division/Section/Unit: Taxation/Employer Tax	three day grace period ends at 4:00 pm on 3/18/12
	Assignment(s) / Comments:	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations: Leave to Protect Status 8/25/12	
	Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>	
	Name of Bargaining Unit Union: RIESA SEIU Local 401	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> X a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To assist in the State's tax collection program of delinquent accounts and the securing of delinquent tax returns by performing moderately complex tax collection activities in the field or office; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a college of recognized standing; and Experience:	
	Such as may have been gained through: employment involving work where loans are processed and collected with collateral as security; or employment involving work associated with the interpretation and/or application of tax laws or the enforcement of laws under which taxes are assessed and collected. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. SPECIAL REQUIREMENT: At the time of appointment must possess a valid driver's license. Said license must be maintained as a condition of employment.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Kelly Durkin-Murray	Telephone #: (401) 222-1238
	Department of Administration	Email: KellyM-resume@hr.ri.gov
	General Government Service Center	TTY/TDD #: 7 1 1
	One Capitol Hill, 3rd Floor	(Telecommunication Device for the Deaf)
	Providence, RI 02908	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER